

AMENDED

Temporary Green County Supplemental Paid Leave Order 6-1-2020

While the Governor's Stay at Home order has lifted, the COVID-19 virus has not disappeared, and neither has its potential threat to our employees and community. Protecting your health, your family's health, and the health of Green County residents, still remains our top priority.

Stay home if you are sick, especially if you have a fever, are coughing, sneezing or are experiencing shortness of breath.

The Supplemental Paid Leave Order of the Personnel and Labor Relations Committee that was implemented on March 23, 2020 will remain in effect.

This leave can ONLY be used for the following reasons:

- If you have been told by a Green County Department Head or Supervisor you must stay at home for COVID-19 related reasons and cannot telecommute;
- If you, a member of your household, or a dependent is at risk and has been advised by a health care professional to self-quarantine;**
- If you have been diagnosed with COVID-19 or are experiencing symptoms and are seeking a medical diagnosis**

****Requires doctor's note verifying the reason for leave or department head explanation for employee absence or SPL request.**

The Supplemental Paid Leave (SPL) and Modified Sick Time Order grants employees a bank of additional days of paid leave to be used if impacted by the above listed COVID-19 circumstances.

- Full-time equivalent employees can have SPL of up to 10 days.
- Part-time equivalent employees can be granted the equivalent number of hours that match their regular work schedule in SPL.
- Certain Part-Time employees (i.e., those who work more than 500 hours in the prior calendar year) can be granted up to 5 days of SPL.

If you have exhausted all your paid time off, you will be able to have a negative sick time bank of up to 10 days. If your sick time bank goes negative, future accruals will be applied to bring the bank out of negative.

Employees who terminate their employment within 90 days after the designated end of the COVID-19 public health emergency and who have used time from SPL, will be subject to a one-to-one day reduction in any accrued time that would normally be paid out at the separation.

Employees requesting SPL must complete a Leave Request Form which is to be submitted to their Department Head for approval. If approved, the Department head shall forward the request (with required documentation if applicable) to the Human Resources Department for review, and the Human Resources Department shall notify the Finance Department of the request for final review. Any denials will be reviewed by Corporation Counsel and may be appealed to the Personnel and Labor Relations Committee. Any questions regarding SPL requests should be directed to one of these departments.

This policy is in place to provide a financial safety net for our employees during the COVID-19 public health emergency and will be eliminated when it is safe to do so. **Please use this time responsibly.**

This is subject to change at any time, with or without notice, at Green County's sole discretion.